

DV Shelter / Program: _____ **Audit Date:** _____ **(Revised 9/9/2014)**

SPECIAL RECORD KEEPING REQUIREMENTS

1. (II J.1) Contractor shall complete the Domestic Violence Shelter Monthly Report on the G1 form. By the 10th of each month, the Contractor shall enter the previous month's data from the G1 form into the DHS/DCFS Domestic Violence Website (<http://www.hsemployees.utah.gov/dcfs/dv>).
2. (II K.3) The Contractor shall provide the Annual Domestic Violence Shelter Report by Oct. 15th for the previous state fiscal year to the DHS/DCFS Regional Program Manager and the state DHS/DCFS Domestic Violence Program Administrator. The Annual Domestic Violence Shelter Report shall include:
 - a. (II K.4.a) An overall description of the facility, geographic region served, services provided and population served.
 - b. (II K.4.b) A description of any special activities / events organized by the shelter for the reporting period, including information such as the purpose and type of activity, attendance, etc. The report shall indicate whether any special activities/events were funded fully or partially, by FVPSA.
 - c. (II K.4.c) A description of efforts expanding public awareness.
 - d. (II K.4.d) A description of how the needs of any under-served (because of ethnicity, race, disability, culture, language barrier, and geographic isolation) populations were addressed.
 - e. (II K.4.e) A description of any exceptional issues or problems that occurred that the Contractor would like FVPSA funds to address in the future.
 - f. (II K.4.f) One anecdotal success story.
 - g. (II K.4.g) A summary of client satisfaction surveys completed, and any changes and activities the Contractor plans to make based on the survey feedback.
3. (II K.5) Contractor to submit an organizational chart of staff that will include position, title, name of individual currently holding the position, brief position description and work phone/work address of each individual, and providing shelter and/or domestic violence services. The organizational chart shall be sent annually to the DHS/DCFS Regional Domestic Violence Program Manager and State DHS/DCFS Domestic Violence Program Administrator on Aug. 15th.

REIMBURSEMENT

1. (II M & IV 7.) The Contractor shall submit an invoice monthly, by the 20th of each month, for reimbursement of expenses incurred in the prior month.

Each invoice shall, at a minimum, contain the following:

 - a. Contract number;
 - b. Contractor's name;
 - c. Contractor's contact information;
 - d. Contractor's address for payment;
 - e. Contractor's phone number;
 - f. Dates of service;
 - g. Contractor signature; and
 - h. Expenses incurred per the budget categories in the Contractor's approved budget

CONTRACTOR QUALIFICATIONS

- 1) (II C.1) Be licensed by DHS / OL as a Domestic Violence Outpatient/Residential Treatment Program.
- 2) (II C.1) Display all business and DHS licenses for the shelter.
- 3) (II C.2) Social Service Workers and Clinical staff shall meet all Department of Commerce, DOPL requirements for their profession.
- 4) (II C.2) Any individual providing domestic violence treatment services shall be licensed as a mental health therapist in accordance with the Mental health Professional Practice Act (Utah Code § § 58-60) Pursuant to DOPL standards for mental health practice, graduate and post-graduate trainees may provide services if supervised by a licensed mental health professional.

SPECIFIC SERVICE REQUIREMENTS

1. (II I.8.a) Maintain and Verify 24 Hour Phone Number _____
2. (II.I.8.k) Shall document the following:
 - a. The date of the contact;
 - b. The length of time the call or contact took;
 - c. The type of call or contact; and
 - d. The disposition of the call or contact.

OUTREACH

1. (II I. 5.a) Provide educational presentations on domestic violence to community partners at least six hours per quarter. Document hours spent providing presentations, including identifying the specific topic discussed, date of presentation, organization presented to and approximate number of attendees.
2. (II I.5.c) Be an active member of the local Domestic Violence Coalition and maintain a cooperative working relationship with allied agencies. The Contractor shall attend a minimum of 50% of the Domestic Violence Coalition meetings. Shelter staff may document attendance via meeting attendance roll.